



AN AASIS TRAINING GUIDE

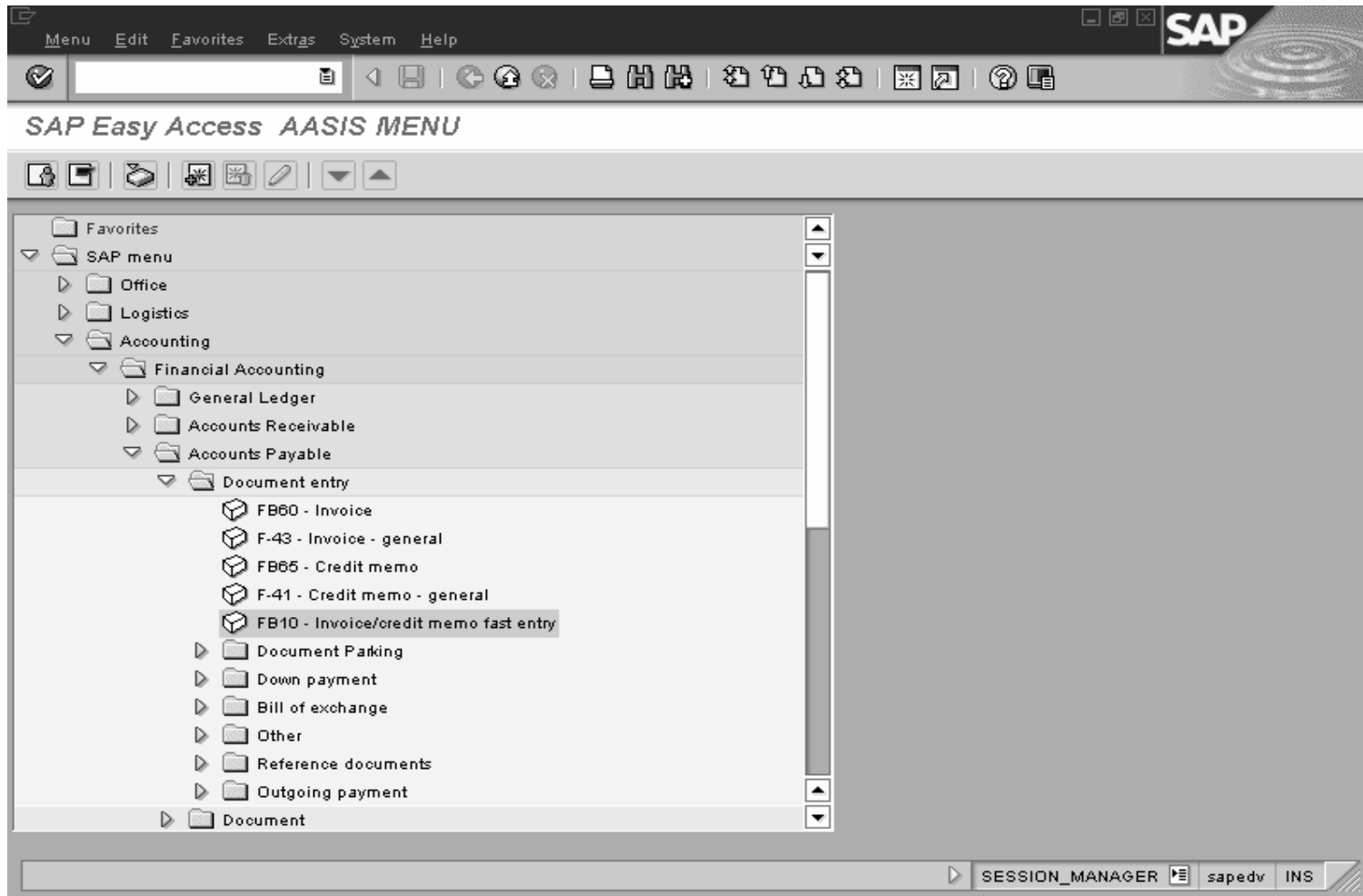
Advanced Accounts Payable Direct Invoice

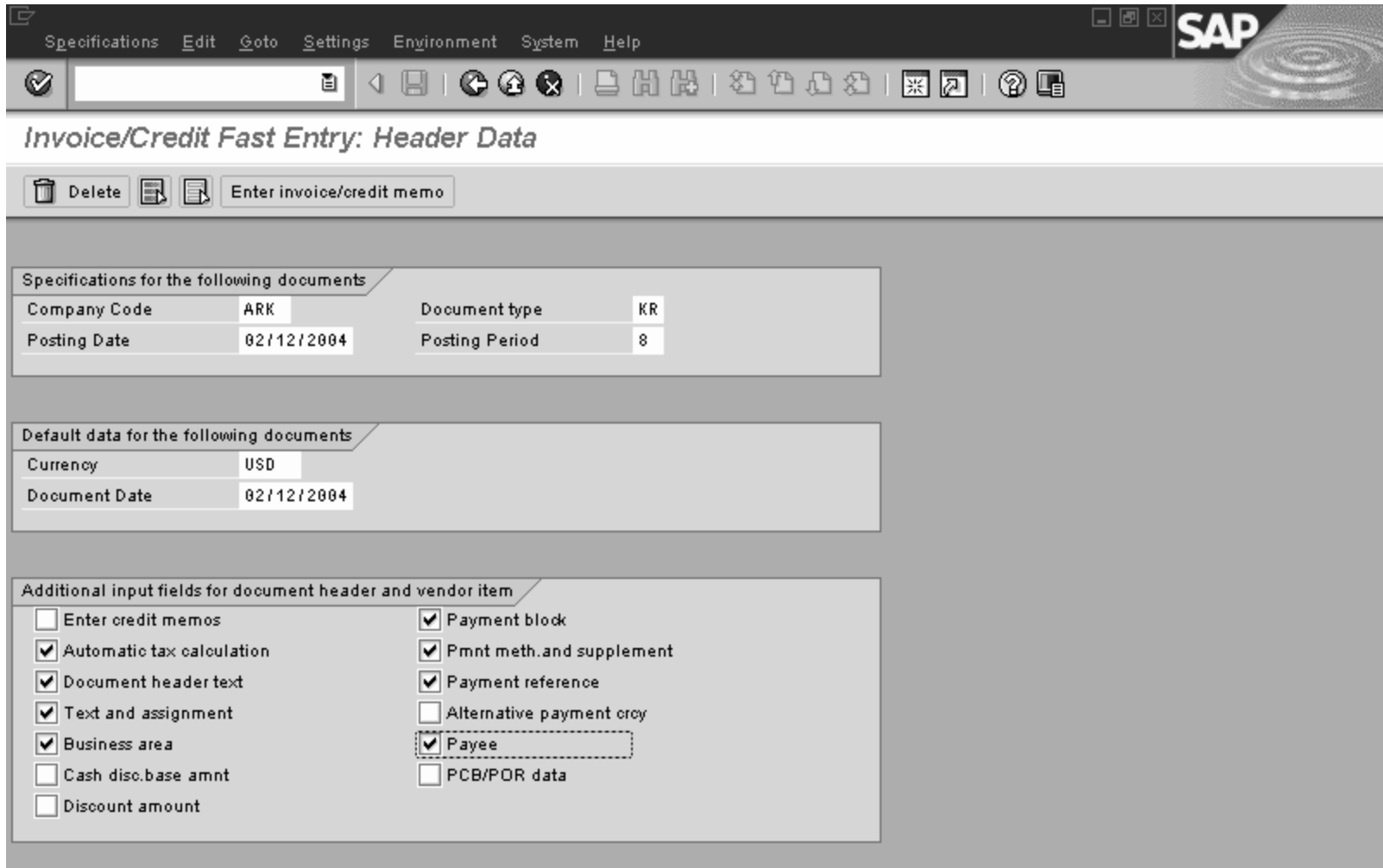
**BEST IF PRINTED IN
SLIDE VIEW**

Business Procedures for Paying a Direct Invoice

- **A Direct Invoice is one that has no link to a purchase order in the AASIS system.**
- Direct Invoices should be parked by the AP Specialist role using transactions FB60 or FB10. FB60 is discussed in the Accounts Payable Basics course.
- Parking only puts the Direct Invoice into the system, but does not yet commit to payment by posting.
- Parking as complete commits budget for the invoice amount and must be posted in the same period it's parked.
- Parked invoices can later be posted by another user with the AP Supervision or Disbursement Officer role using FBV0. FBV0 is discussed in the Accounts Payable Basics course.

Parking a Direct Invoice with FB10





The screenshot shows the SAP 'Invoice/Credit Fast Entry: Header Data' screen. At the top is a menu bar with 'Specifications', 'Edit', 'Goto', 'Settings', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into three sections:

- Specifications for the following documents:**

Company Code	ARK	Document type	KR
Posting Date	02/12/2004	Posting Period	8
- Default data for the following documents:**

Currency	USD
Document Date	02/12/2004
- Additional input fields for document header and vendor item:**

<input type="checkbox"/> Enter credit memos	<input checked="" type="checkbox"/> Payment block
<input checked="" type="checkbox"/> Automatic tax calculation	<input checked="" type="checkbox"/> Pmnt meth. and supplement
<input checked="" type="checkbox"/> Document header text	<input checked="" type="checkbox"/> Payment reference
<input checked="" type="checkbox"/> Text and assignment	<input type="checkbox"/> Alternative payment cry
<input checked="" type="checkbox"/> Business area	<input checked="" type="checkbox"/> Payee
<input type="checkbox"/> Cash disc. base amnt	<input type="checkbox"/> PCB/POR data
<input type="checkbox"/> Discount amount	

At the top left of the main area, there are buttons for 'Delete', 'Enter invoice/credit memo', and a 'Specifications' button. At the bottom right, there is a button labeled 'Enter invoice/credit memo'.

Enter dates and document type KR. Select additional input fields as desired and click Enter invoice/credit memo.

Enter invoice/credit memo

Document Edit Goto Settings Environment System Help

Invoice/Credit Fast Entry: Enter items

Last item Mask All Fields Specifications Acct model Fast Data Entry

Document Date 12/04/2003 Curr./ex.r./date USD 12/04/2003

Reference Doc.Header Text

Vendor posting

Account ☒ Business Area

Amount

Tax amount ☐ Calculate tax

Payment terms *

Baseline date Days/percentage / /

Payment block Payment Method Pmt meth.supl. *

Payee Payment Ref.

W.tax base W.tax ex.amt/in / *

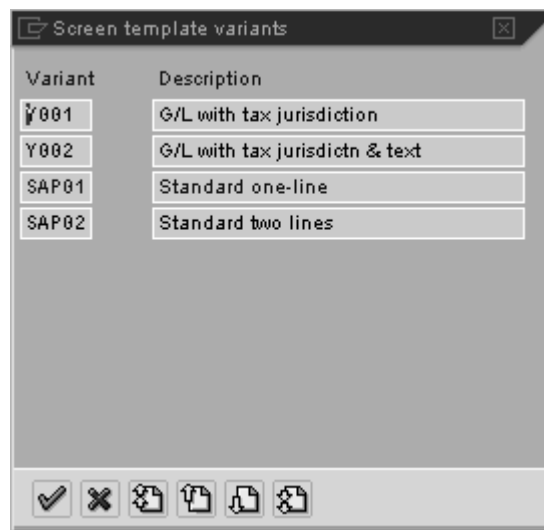
Text/assignment /

Offsetting item (1-6)

Account	Amount	Tx	Cost Ctr	Order	CoCd	S
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

FB10 sapadv INS

Click Mask button to choose the desired format for GL line items.



In this example, Y001 will be chosen. Click on it and click the green check.

SAP

Document Edit Goto Settings Environment System Help

Invoice/Credit Fast Entry: Enter items

Last item Mask All Fields Specifications Acct model Fast Data Entry

Document Date 02/12/2004 Curr./ex.r./date USD 02/12/2004

Reference 589752 Doc.Header Text

Vendor posting

Account 100000152 Business Area 0610

Amount 200.00

Tax amount ☒ Calculate tax

Payment terms *

Baseline date Days/percentage / /

Payment block Payment Method w/ ext meth.spl. *

Payee Payment Ref.

W.tax base W.tax ex.amt/in / *

Text/assignment /

Offsetting item (1-6)

Account	Cost Ctr	Amount	Tx Jurisdict. Code	CoCd

Enter the reference, vendor account number, amount, business area, payment terms, and payment method. Select Calculate tax.

Invoice/Credit Fast Entry: Enter items

Document Date: 02/12/2004 Curr./ex.r./date: USD 02/12/2004

Reference: 589752 Doc.Header Text:

Vendor posting / Lollipop Guild / WICHITA

Account: 100000152 Business Area: 0610

Amount: 200.00

Tax amount: ☐ Calculate tax

Payment terms: 0001

Baseline date: 02/12/2004 Days/percentage: / /

Payment block: Payment Method: W Pmt meth.spl. /

Payee: Payment Ref.: 589752

W.tax base: W.tax ex.amt/in: / 00

Text/assignment: Invoice #589752 2 bags of lollipops /

Offsetting item (1-6)

Account	Cost Ctr	Amount	Tx Jurisdiction	Code	CoCd

Enter the payment reference, text, assignment (vendor invoice number is recommended here since it prints on the warrant.) To generate a separate warrant for this payment, make an entry in the payment reference field. Click the overview icon.

Document **Edit** **Goto** **Extras** **Settings** **Environment** **System** **Help**

Invoice/Credit Fast Entry: Display Overview

Display Currency **Park document** **Acct model** **Fast Data Entry** **Taxes**

Document Date: 02/12/2004 Type: KR Company Code: ARK
 Posting Date: 02/12/2004 Period: 8 Currency: USD
 Document Number: INTERNAL Fiscal Year: 2004 Translation dte: 02/12/2004
 Reference: 589752 Cross-CC no.:
 Doc.Header Text: Trading Part.BA:

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	31	0610 0100000152	Lollipop Guild	200.00-	**

D 0.00 C 200.00 200.00- * 1 Line items

Other line item

PstKy: Count: Sp.G/L: Trans.type: New co.code:

Double-click the first item.

Document Edit Goto Extras Settings Environment System Help

Invoice/Credit Fast Entry: Correct Vendor item

More data Acct model Fast Data Entry Taxes

Vendor 100000152 Lollipop Co G/L Acc 2110001000
Company Code ARK 124 Yellow Br
State of Arkansas WICHITA

Item 1 / Invoice / 31

Amount	200.00	USD
Tax amount		
<input checked="" type="checkbox"/> Calculate tax		
W.tax base		USD
Bus. Area	0610	
Payt terms	0001	
Blind date	02/12/2004	
Disc. base		
Amount is calculated		
Pmnt block		
Payment cur.		
Payment Ref.	589752	
Assignment		
Text	Invoice #589752 2 bags of lollipops	

W.tax exempt W.tax code 00

Days/percent / /

Fixed

Disc. amount

Invoice ref. / /

Pmt Method W Pmt meth.spl.

Long text

Next line item

PstKy	Account	Sp.G/L	Trans.type	New co.code
-------	---------	--------	------------	-------------

ETR (1) (511) sapetr INS

Click the More Data button.

Document Edit Goto Extras Settings Environment System Help

Invoice/Credit Fast Entry: Correct Vendor item

More data Acct model Fast Data Entry Taxes

Vend G/L Acc 2110001000

Comp

State

Item

Amount 00 USD Amt.in loc.cur. 200.00

Part. bank

House bank treas

Instructions

Reference key 3

Planning level AP Plan. day

Func. Area

Next line item

PstKy Account Sp.G/L Trans.type New co.code

ETR (1) (511) sapetr INS

Enter the house bank.

Click the Fast Data Entry button.

Complete the GL data entry and enter.

Invoice/Credit Fast Entry: Display Overview

Buttons: Display Currency, **Park document**, Acct model, Fast Data Entry, Taxes

Document Date	02/12/2004	Type	KR	Company Code	ARK
Posting Date	02/12/2004	Period	8	Currency	USD
Document Number	INTERNAL	Fiscal Year	2004	Translation dte	02/12/2004
Reference	589752			Cross-CC no.	
Doc.Header Text				Trading Part.BA	

Items in document currency						
PK	BusA	Acct		USD	Amount	Tax amnt
001	31	0610 0100000152	Lollipop Guild		200.00-	**
002	40	0610 5090019000	Food Purchases		50.00	P1
003	40	0610 5090019000	Food Purchases		100.00	P1
004	40	0610 5090019000	Food Purchases		50.00	P1

This brings up the overview screen. Park by selecting the Park document button. The system will return a parked document number.

The parked document can be posted from transaction FBV0.

SAP

Document Edit Goto Settings Environment System Help

Invoice/Credit Fast Entry: Enter items

Last item Mask All Fields Specifications Acct model Fast Data Entry

Document Date 12/12/2004 Curr./ex.r./date USD

Reference Doc.Header Text

Vendor posting

Account ☒ Business Area

Amount

Tax amount ☐ Calculate tax

Payment terms *

Baseline date Days/percentage / /

Payment block Payment Method Pmt meth.spl. *

Payee Payment Ref.

W.tax base W.tax ex.amt/in / *

Text/assignment /

Offsetting item (1-6)

Account	Cost Ctr	Amount	Tx Jurisdict. Code	CoCd

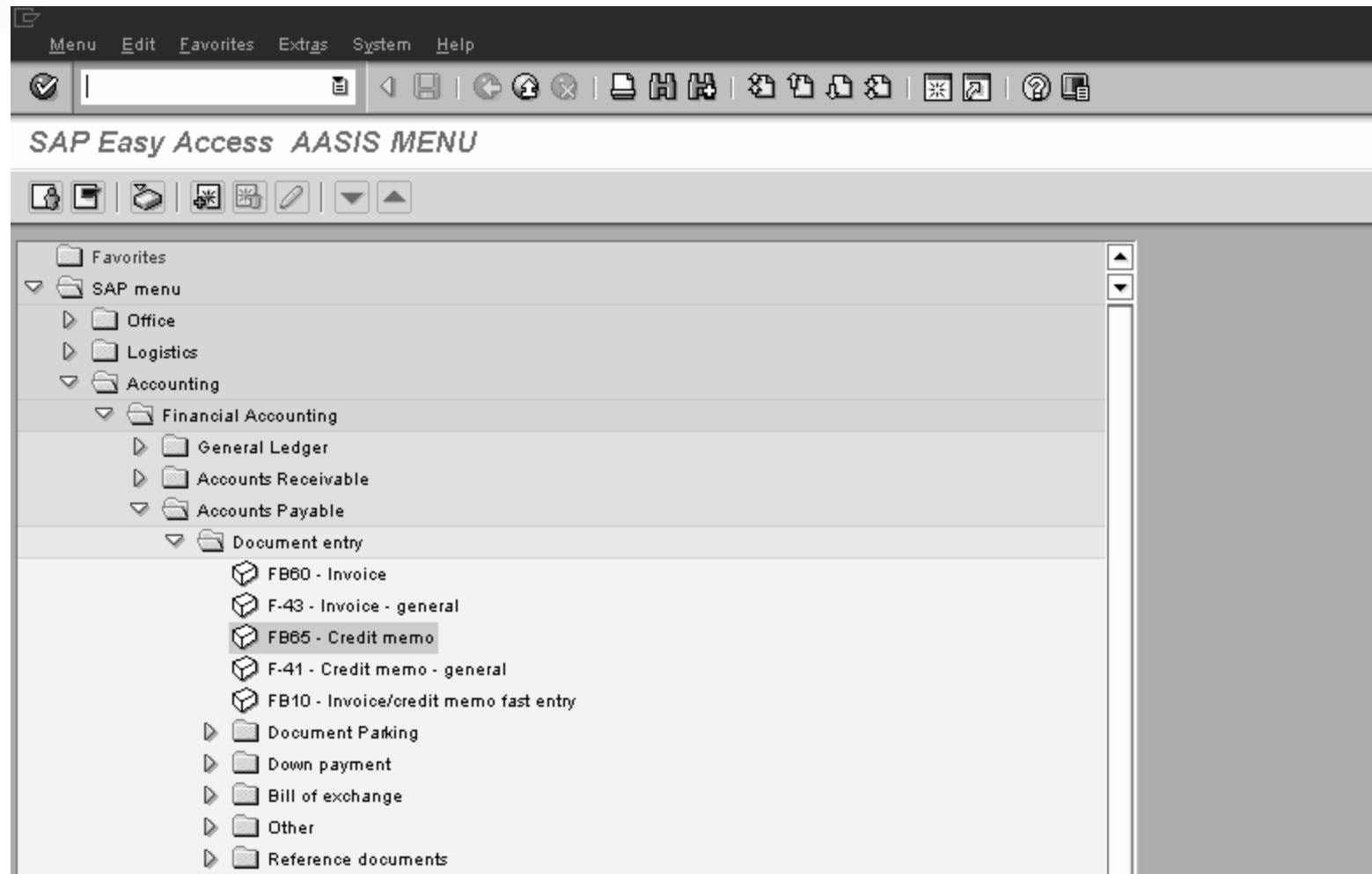
Document 1000000002 ARK was parked ETR (1) (511) sapetr INS

The parked document number appears at the bottom of the screen.

Vendor Credit Memo

- Transaction FB65 is used to create a direct vendor credit memo without reference to a purchase order. MIRO (discussed later) is used to create a credit memo with reference to a purchase order.
- An FB65 credit memo must be tied to a specific vendor invoice with a matching fund. A credit memo can only be used once the dollar amount of invoices open to the vendor exceeds the amount of the credit memo. A credit memo can only be used on a subsequent invoice to be paid from the same budget quad (fund, funds center, commitment item, functional area).

Credit Memo Transaction FB65



Document Edit Goto Extras Settings Environment System Help

Enter Vendor Credit Memo: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Credit memo Bal. 0.00

Basic data Payment Details Tax Notes

Vendor Sp.G/L

Document date Reference

Posting Date 10/12/2004

Document type Vendor credit me...

Cross-CC no.

Amount USD ☐ Calculate tax

Tax amount

Text

Company Code ARK State of Arkansas Little Rock

Lot No.

0 Items (No entry variant selected)

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code	Order	W
			Cred...							

To generate a credit memo in FB65, use the same fields as an invoice created in FB60. Credit memo posting keys are 21 and 50 and generate a document type of KG.

The screenshot shows the AASIS software interface for entering a vendor credit memo. The title bar reads "Enter Vendor Credit Memo: Company Code ARK". The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar contains various icons for file operations and editing. Below the title bar, there are buttons for "Tree on", "Company Code", "Hold", "Simulate", "Park", and "Editing options". The main window is divided into tabs: "Transactn", "Credit memo", and "Bal.". The "Credit memo" tab is active, showing a form with fields for Vendor, Document date, Posting Date, Document type, Cross-CC no., Amount, Sp.G/L, Reference, and a checkbox for "Calculate tax". The "Vendor" field is filled with "100000152", "Document date" with "10/12/2004", "Posting Date" with "10/12/2004", "Document type" with "Vendor credit me...", "Amount" with "25.00", "Reference" with "TRICKORTREAT", and "Calculate tax" is checked. The "Bal." field shows "25.00". On the right, there is a "Vendor" section with an "Address" tab, showing the address: "Lollipop Guild", "124 Yellow Brick Road", "WICHITA KS 67203", "USA", and a phone number "888-865-0164-16".

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Credit Memo: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Credit memo Bal. 25.00

Basic data Payment Details Tax Notes

Vendor 100000152 Sp.G/L
Document date 10/12/2004 Reference TRICKORTREAT
Posting Date 10/12/2004
Document type Vendor credit me ...
Cross-CC no.
Amount 25.00 USD ☒ Calculate tax

Vendor
Address
Lollipop Guild
124 Yellow Brick Road
WICHITA KS 67203
USA
888-865-0164-16

On the Basic data tab, enter the vendor, reference, and full credit amount.

Tree on Company Code Hold Simulate Park Editing options

Transactn Credit memo Bal. 25.00

Basic data Payment Details Tax Notes

Vendor 100000152 Sp.G/L
Document date 10/12/2004 Reference TRICKORTREAT
Posting Date 10/12/2004
Document type Vendor credit me ...
Cross-CC no.
Amount 25.00 USD ☒ Calculate tax
P1 (Accounts Payable Sa
Text Credit on returned lollipops
Baseline date
Company Code ARK State of Arkansas Little Rock
Lot No.

Vendor
Address
Lollipop Guild
124 Yellow Brick Road
WICHITA KS 67203
USA
888-665-0164-16
Bank account 22558899
Ragstoriches Bank of Arkansas
Ols

0 Items (No entry variant selected)

S... G/L acct Short text D/C Amount in doc.curr. Cost center Fund Bu... Tax code Order

Select "Calculate tax" and choose the appropriate tax code. Enter text if desired.

Transactn Credit memo Bal. 25.00

Basic data Payment Details Tax Notes

Vendor 100000152 Sp.G/L
 Document date 10/12/2004 Reference TRICKORTREAT
 Posting Date 10/12/2004
 Document type Vendor credit me ...
 Cross-CC no.
 Amount 25.00 USD ☒ Calculate tax
 P1 (Accounts Payable S ...
 Text Credit on returned lollipops
 Baseline date
 Company Code ARK State of Arkansas Little Rock
 Lot No.

Vendor
 Address
 Lollipop Guild
 124 Yellow Brick Road
 WICHITA KS 67203
 USA
 888-665-0164-16
 Bank account 22558899
 Ragstoriches Bank of Arkansas
 Ols

0 Items (No entry variant selected)

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code	Order	W
	5090019000		Cred...	25	383201			P1		
			Cred...					P1		

Enter the G/L account, Amount, and Cost center.

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Credit Memo: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Credit memo Bal. 0.00

Basic data Payment Details Tax Withholdin...

G/L 2110001000 Vendor AP

Assign.

Header txt

Bus. Area 0610 Tr.part.BA

Plg level AP Plan. day 10/12/2004

Func. Area

Vendor

Address

Lollipop Guild
124 Yellow Brick Road
WICHITA KS 67203
USA
888-665-0164 16

Bank account 22558899
Ragstoriches Bank of Arkansas

Ols

Go to the Details tab and type in the Business area.
Click the Payment tab.

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code	Order	W...
✓	5090019000	Food Purch...	Cred...	25.00	383201	HSC6101	0610	P1		

The screenshot shows the 'Enter Vendor Credit Memo: Company Code ARK' window. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar contains various icons for file operations and editing. Below the title bar, there are buttons for 'Tree on', 'Company Code', 'Hold', 'Simulate', 'Park', and 'Editing options'. The main window is divided into several sections. On the left, under 'Transactn', there is a 'Credit memo' tab. Below this, there are tabs for 'Basic data', 'Payment', 'Details', 'Tax', and 'Withholdin...'. The 'Basic data' tab is active, showing fields for 'BaselineDt' (10/13/2004), 'Due on' (10/13/2004), 'Discount', 'Disc.base', 'Pmt Method' (Pmt Meth.Sup.), 'Inv.ref.', 'Pmnt terms', 'Days', 'Days net', 'To be calcultd', 'Fixed', 'Pmnt block', 'Free for payment', 'House bank', and 'Payment Ref.'. On the right, there is a 'Vendor' section with an 'Address' tab. The address is 'Lollipop Guild', '124 Yellow Brick Road', 'WICHITA KS 67203', 'USA', and '888-665-0164-16'. Below the address, there is a 'Bank account' field with '22558899' and 'Ragstoriches Bank of Arkansas'. At the bottom right of the vendor section, there is a button labeled 'Ols'. At the bottom of the window, it says '1 Items (No entry variant selected)'.

To search for vendor payments or applied credit, click the Ols button.

An existing invoice to the vendor with a matching fund must exist for the credit memo to post.

ine Item Display

Click the back button to return to the credit memo payment screen.

☐ open
☒ Overdue
 ☐ Parked
☒ Due
 ☐ Cleared
☒ Not due

100000152
ARK

Lollipop Guild
WICHITA

Document	DocumentNo	Type	Doc..Date	\$	DD	Amount in doc. curr.	Curr.	Clrng doc.	Text
10000372005	1000000037	KR	10/12/2004			150.00-	USD		Trick or Treats
10000382005	1000000038	KR	10/13/2004			50.00-	USD		Halloween handouts
						200.00-	USD		
: 100000152						200.00-	USD		

100000152
ARK

Lollipop Guild
WICHITA

Document	DocumentNo	Type	Doc..Date	\$	DD	Amount in doc. curr.	Curr.	Clrng doc.	Text
						200.00-	USD		

This displays the vendor's line items.

Enter Vendor Credit Memo: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Credit memo Bal. 25.00

Basic data Payment Details Tax Withholdin...

BaselineDt 10/12/2004 Pmt terms 0001 Days
Due on 10/12/2004 Days
Discount USD Days net
Disc.base USD To be calculd Fixed
Pmt Method W Pmt Meth. Sup. Pmt block Free for payment
Inv.ref. 1000000037 2005 1

Vendor
Address
Lollipop Guild
124 Yellow Brick Road
WICHITA KS 67203
USA

On the payment tab, enter the invoice document number and line item to which the credit applies in the Inv. Ref. field.

You'll get the message "Data was copied". Enter to clear the message.



Document Edit Goto Extras Settings Environment System Help

Enter Vendor Credit Memo: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Credit memo Bal. 0.00

Basic data Payment Details

BaselineDt 10/12/2004 Pmnt to

Due on 10/12/2004

Discount USD Days net

Disc.base USD To be calculd Fixed

Pmt Method W Pmnt Meth.Sup. Pmnt block Free for payment

Inv.ref. 1000000037 2005 1

House bank TREAS

Payment Ref.

124 Yellow Brick Road
WICHITA KS 67203
USA
888-665-0164-16

Bank account 22558899
Ragstoriches Bank of Arkansas

1 Items (No entry variant selected)

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code	Order	W
✓	5090019000	Food Purch...	Cred...	25.00	383201	HSC6101	0610	P1		
			Cred...					P1		
			Cred...					P1		

Click Simulate to display the document overview.

Be sure that the document is correct and if so, park the document.

Document overview Edit Goto Settings Help

Document Overview

Reset Taxes Park Complete Choose Save

Doc.type : KG [Vendor credit memo] Normal document

Doc. Number	Company code	ARK	Fiscal year	2005
Doc. date	10/13/2004	Posting date	10/13/2004	Period 04
Ref.doc.	TRICKORTREAT RET			
Doc.currency	USD			

Item	PK	Account	Account short text	BusA	Fund	Amount	Cost Ctr	Order	Funds	Text	Assignment
1	21	100000152	Lollipop Guild	0610		25.00					
2	50	50900019000	Food Purchases	0610	HSC6101	25.00-	383201		272	return of candy for credit	10000000372005

0 Items (No entry variant selected)

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code
			Cred...					
			Cred...					
			Cred...					
			Cred...					
			Cred...					
			Cred...					
			Cred...					
			Cred...					
			Cred...					
			Cred...					
			Cred...					

The system returns to the FB65 entry screen with a message with the parked document number.

Document 17000000 ARK was parked

The document can be posted in transaction FBV0 by a user with an AP Supervisor or Disbursement Officer role.